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See Page 13 for Details

Personnel Hilites

PUBLISHED BY THE DIRECTOR, PERSONNEL AND SECURITY DIRECTORATE, WASHINGTON HEADQUARTERS SERVICES

Summer Edition **2000**

Inside . . .

The Modern Defense Civilian Personnel Data System Approaches Full Deployment

After more than four years of development and testing, the Civilian Personnel Management Service (CPMS) is poised to begin full deployment of the Modern Defense Civilian Personnel Data System (Modern DCPDS) within DoD. The Washington Headquarters Services (WHS), Personnel and Security Directorate's (P&SD), Human Resource Service Center (HRSC) is scheduled to begin deployment of the Modern DCPDS to its customers in early October.

Completion of this new system is the result of intensive efforts on the part of the Services and several of the Fourth Estate Components, including WHS. CPMS projects that deployment throughout the Department will be completed by the end of March 2001.

The Modern DCPDS is an Oracle-based Commercial Off-the-Shelf (COTS) product that has been customized to meet DoD's human resources requirements. This new system will replace the Legacy DCPDS and the Personnel Process Improvements (PPI) Suite. These will be retired once all of the Components and several of the non-Defense Agencies have transitioned to the new system.

Staff from the P&SD will conduct training on the new system in late summer for current users of the PPIs (Persaction, Regional Application, Coredoc).

For further information, contact Mrs. Jean Pascucci, Strategic Planning and Business Operations, 703/617-7110.

Executive and Political Personnel

Pentagon Relocation

The staff of the Executive and Political Personnel (E&PP) Division of the Personnel and Security Directorate has relocated within the Pentagon to Room 4C881. The E&PP Division was recently formed when the Political Personnel Office and the Senior Executive Service (SES) Division were consolidated. The new Pentagon location provides one site for the merged staffs to better support and serve their customers.

The E&PP Division provides advice and support in the management of the SES program, political personnel, Intergovernmental Personnel Act (IPA) assignments, and details outside of the Department of Defense (DoD) to the Office of the Secretary of Defense, Defense Agencies, and the Military Departments.

We've Moved

E&PP Staff Directory

Assistant Director:	Linda Roper	703/614-7044
Recruitment:	Lynne Capps	703/693-8544
	Ann Keels	703/697-4211
	Sylvia Manley	703/697-9333
	MaryJo Perryman	703/693-8512
	Cathy Welsh	703/693-8548
IPA:	Mary Ann Fried	703/693-8348
Details:	Teresa Pascal	703/693-8349
SES Resources:	Cheryl Sneed	703/693-8345
SES Performance Management:	Jeanne Raymos	703/693-8347

Mailing Address: Washington Headquarters Services, Personnel and Security Directorate, Executive and Political Personnel, 1777 North Kent Street, Suite 12063, Arlington, VA 22209-2164; FAX: 703/614-5203 or 703/697-4850

★ ★ ★ WINNING ★ ★ ★

The Option Institute

Six Simple Shortcuts to Happiness

★ Pursue happiness itself, not things you hope will bring happiness.

★ Be open and honest—you will have a greater feeling of well-being.

★ Stop judging other people and possibilities.

★ Live in the present—without worrying about the past or future.

★ Be grateful for all the good people and things in your life.

★ Decide to be happy.

—Barry Neil Kaufman, founder and director,
The Option Institute

Reprinted from Bottom Line Newsletter, Greenwich, CT.

Personnel Hilites

The fall edition of *Personnel Hilites* will be online October 1, 2000. **The deadline for submitting articles to be included in the issue is September 11, 2000.**

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The HRSC Call Center and Automated Benefits Servicing

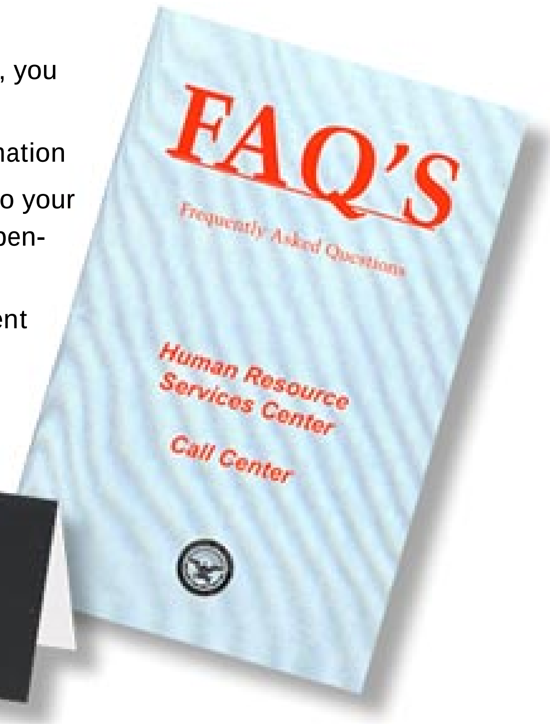
The Human Resource Services Center (HRSC) of the Personnel and Security Directorate, Washington Headquarters Services (WHS) has expanded its services to include automated benefits and entitlements servicing for its employees and customers. This service is provided through the HRSC Call Center, which opened in early June. The Call Center operates three modules—Benefits and Entitlements, Employment Information, and Payroll—and uses the Department of Defense's integrated Interactive Voice Response System (IVRS). IVRS operates through a local telephone line.

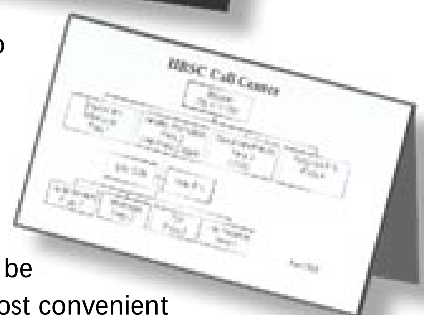
The HRSC Call Center operates 24 hours a day, 7 days a week and is accessed by calling 703/617-7382. Employees can speak with a Benefits Counselor Monday through Friday from 7:30 a.m. to 5 p.m. Eastern Standard Time (EST), with the exception of Federal holidays. Those outside the Metropolitan Washington, DC area can reach the Call Center at 1-877-521-1923 (toll free).

To enter the **Benefits and Entitlements** module of the Call Center, you must use your Social Security Number and a Personal Identification Number (PIN). Your initial PIN is your 2-digit month and 2-digit year of birth, e.g., if your birth date is June 1948, your PIN is 0648. Once you have entered the system, you will be prompted to change your initial PIN to a new 6-digit PIN.

By using the HRSC Call Center, you can:

- obtain basic benefits information
- enroll in or make changes to your Thrift Savings Plan, health benefits, and life insurance
- receive automated retirement annuity estimates
- get benefits forms and handouts faxed





Your ability to make *Open Season* elections by using the Call Center will probably be one of the most convenient options for you. Take advantage of this feature and start making changes while the TSP *Open Season* is in progress. It started May 15 and ends July 31. You may elect to begin making TSP contributions, change contribution amounts, or allocate contributions among the three investment funds.

When you enter the **Payroll** module of the HRSC Call Center, you will be linked to the Defense Finance and Accounting Service (DFAS) and its Employee/Member Self Service (E/MSS) feature. Through E/MSS, you can obtain current pay information and make selected changes directly to your pay records. These changes can be made either by telephone or over the Internet http://emss.dfas.mil . To make pay changes through E/MSS, a separate PIN is needed. If you need help with this, call DFAS' Centralized Customer Support Unit at 1-800-390-2348.

Informational materials about the HRSC Call Center have been distributed to all Administrative Offices. You should have received a *Frequently Asked Questions (FAQ's)* brochure, a one-page HRSC Call Center Menu and Diagram, and a handy pocket card. These materials will help you become familiar with the Call Center and learn how to navigate quickly through it. If you have any questions, please contact your Administrative Officer.

A Session on the Privacy Act

What are the rules the Government must follow when using your personal information? This question and many others will be answered during the upcoming Privacy Act training/film sessions scheduled this fall.

The target audience for these sessions is employees who work in office settings where files identifying specific individuals are maintained, e.g., personnel, security, administrative offices. In the offices identified, training is mandatory for those not familiar with the Privacy Act and/or for those who have never attended a Privacy Act training session. Also, it is especially critical that public affairs officers, members of the news media, and others who deal with the public, understand the restrictions imposed by the Privacy Act on information that is released.

Any official or employee may be found guilty of a misdemeanor and fined not more than $5,000 if he or she knowingly violates the Privacy Act. Usually, it is the individual violating the Privacy Act, rather than the Government, who is held liable for payment of the fine.

In performing your current work duties, do you retrieve information about specific people and only want information about these individuals? If you answered "yes," to the above, are you sure that a Privacy Act System Notice has been published for this information? If a System Notice has not been published, or if you are uncertain that one has been published, please forward an email to david.bosworth@osd.pentagon.mil outlining the purpose and characteristics of your paper or electronic file system. After Mr. Bosworth reviews the information you have provided, he will get back to you with recommendations. Remember, if you knowingly maintain a system of records without publishing a Privacy Act System Notice, you are violating the Privacy Act. This can result in a fine of up to $5,000.

All training/film sessions scheduled this fall will be held in the Pentagon Auditorium (Room 5A1070) as follows:

- October 6 (Friday) and October 23 (Monday) at 9:00 a.m.
- November 3 (Friday) at 2:00 p.m.
- November 23 (Thursday) at 9:00 a.m.

The Directives and Records office is responsible for implementing the Privacy Act Program for WHS and its employees. A representative from that office will be present at each training session to answer your questions about the Privacy Act and the Defense Privacy Program. Those planning to attend one of the fall sessions should forward their name, telephone number, and email address to david.bosworth@osd.pentagon.mil . Also, anyone interested in attending a training session is invited to do so.

For further information, call Mr. Dave Bosworth, Directives and Records Division, WHS/Directorate for Correspondence and Directives, 703/588-0159.

"*The best way to get ahead is to teach the person below you how to get ahead. You never get promoted when no one else knows your current job. The best basis for being advanced is to organize yourself out of every job you're put into. Most people are advanced because they're pushed up by the people underneath them rather than pulled up by the top.*

– Donald David"

Focusing on the Customer

The Directorate of Real Estate and Facilities (RE&F) is working hard to serve its customers better and to improve the quality of its service.

To achieve this goal, RE&F has implemented several customer service initiatives. First, a handbook is being prepared to acquaint customers with the numerous services and products available through RE&F. The handbook will describe the Directorate's 11 Divisions. This information will assist customers in getting answers to their product and service questions/concerns much quicker. Second, the RE&F Homepage, http://www.dtic.mil/ref, is another excellent customer communication link. Lastly, Customer Service Representatives have been identified for the 11 RE&F Divisions. Customers will be able to direct their product and service questions to specific point-of-contacts. This list is provided below.

REAL ESTATE AND FACILITIES CUSTOMER SERVICE DIRECTORY*

Division Customer Service Representatives:

Defense Protective Service

Rich Dooley	703/614-6802
Karen Lefman	703/614-6800
Barbara Walker	703/693-3685

Federal Facilities Division

Sandy Vincent	703/695-3472
(Vacant)	703/695-2977

Graphics & Presentation

John Harris	703/695-4266
Kathy Brassell	703/695-4266

Information Technology Division

Gloria Hazelgreen	703/614-0525
	703/614-5817
Jennie Blakeney	703/614-0525

Leased Facilities Division

Mary Ratcliffe	703/604-5730
Darlene Wainwright	703/604-5730
Linda Bennett	703/604-5730

Management Support Division

Harold Carr	703/614-1357
	703/693-6801

RE&F Contracting Office

Janice Vinyard	703/693-7797
Nancy Judd	703/693-7797

Resource Management Office

Connie Denny	703/693-8613
Jackie Jackson	703/693-8613

Safety and Environmental Management

Kerry McKean	703/588-7140
Brian Higgins	703/588-7151

Space & Policy Management

Tina Richards	703/614-6399
Ken Snyder	703/614-4896

Support Services Division

Shelley Hall	703/697-2946
Layla Hassan	703/695-1415

Customer Service Coordinator:

Valerie Brown	703/614-5153

Email address:
REFCustomer@osd.pentagon.mil

Alternate

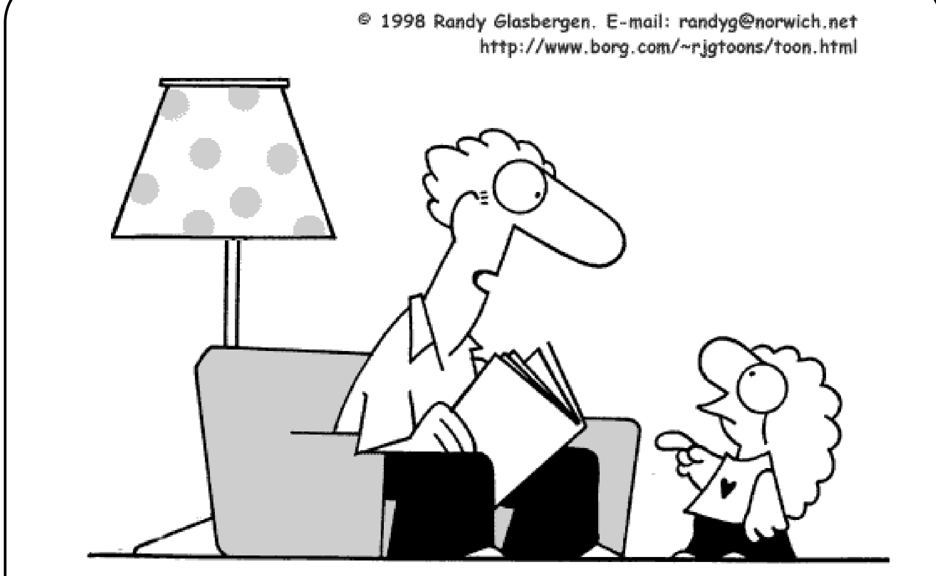
Harold Carr	703/614-1357

Assistant

Veronda Powell	703/697-7241

For further information, contact Ms. Valerie Brown, Customer Service Coordinator, 703/614-5153.

****Customer Service Representatives are listed on the global email directory.***



"It's called 'reading'. It's how people install new software into their brains."

The WHS Standards of Conduct Program

Last fall, the DoD General Counsel appointed the Washington Headquarters Services (WHS) General Counsel as the Deputy Designated Agency Ethics Official for all personnel assigned to WHS to include those organizations administratively supported by it, e.g., Boards, Task Forces, and Commissions. Attorneys in the WHS, Office of General Counsel (OGC) are available to answer your ethics questions on an on-going basis. The point of contact for the WHS Ethics Program is Mr. Don Perkal.

The collection and review of the Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure Report, and the SF 278, Public Financial Disclosure Report, are important parts of the Ethics Program. The basic purpose of the confidential financial disclosure system is to assist employees and their agencies in avoiding conflicts between official duties and private financial interests or affiliations. Those individuals in positions identified as requiring a financial disclosure report generally have duties that are likely to affect non-Government entities. The SF 278's were collected recently and are in the process of being reviewed. General information related to the OGE Form 450 is provided below.

Who Files the OGE Form 450, Confidential Financial Disclosure Report?

The supervisor determines which positions require the filing of an OGE Form 450. This includes, among others, positions classified at GS-15 or below and uniformed service officers below 0-7. For these positions, the agency has determined that the employees participate personally and substantially through decision-making or the exercise of significant judgment in contracting or procurement; administering or monitoring grants, subsidies, licenses, or other Federal benefits; regulating, auditing, or other duties directly and substantially affecting non-Federal entities. Also included are Special Government Employees (SGE) and other positions the agency determines require filing to avoid actual or apparent conflicts of interest. There is an automatic exclusion for DoD employees who are not employed in contracting or procurement but have decision-making responsibilities for expenditures less than $2,500 a purchase and cumulatively for less than $20,000 a year.

When and Where Do You File the OGE Form 450?

You must file the OGE Form 450 if you are a new employee in a designated position, or you were recently assigned to a designated position, or it is time to file the annual fall report. A new employee in a designated position must file the report within 30 days of entry on duty. This year's annual report covers the period October 1, 1999, through September 30, 2000. The OGE Form 450 must be filed by Thursday, November 30, 2000, with the WHS/OGC, Pentagon, Room 1D197.

An SGE must submit an OGE Form 450 through his/her supervisor to the WHS/OGC before assuming duties in a covered position. The information reported must be current as of the filing date, for the preceding 12 months. Be aware that an SGE is required to file the SF 278 (instead of the OGE Form 450) when certain requirements such as time and pay are met. An SGE whose appointment is renewed must file a new entrant report for the preceding 12 months prior to reappointment. An SGE whose appointment exceeds one year must file a new entrant report on the anniversary date of the appointment. Additional information regarding the filing of this report is available from Ms. Bonnie Hellmund on 703/693-7374 or e-mail Ms. Hellmund at hellmunb@osdgc.osd.mil .

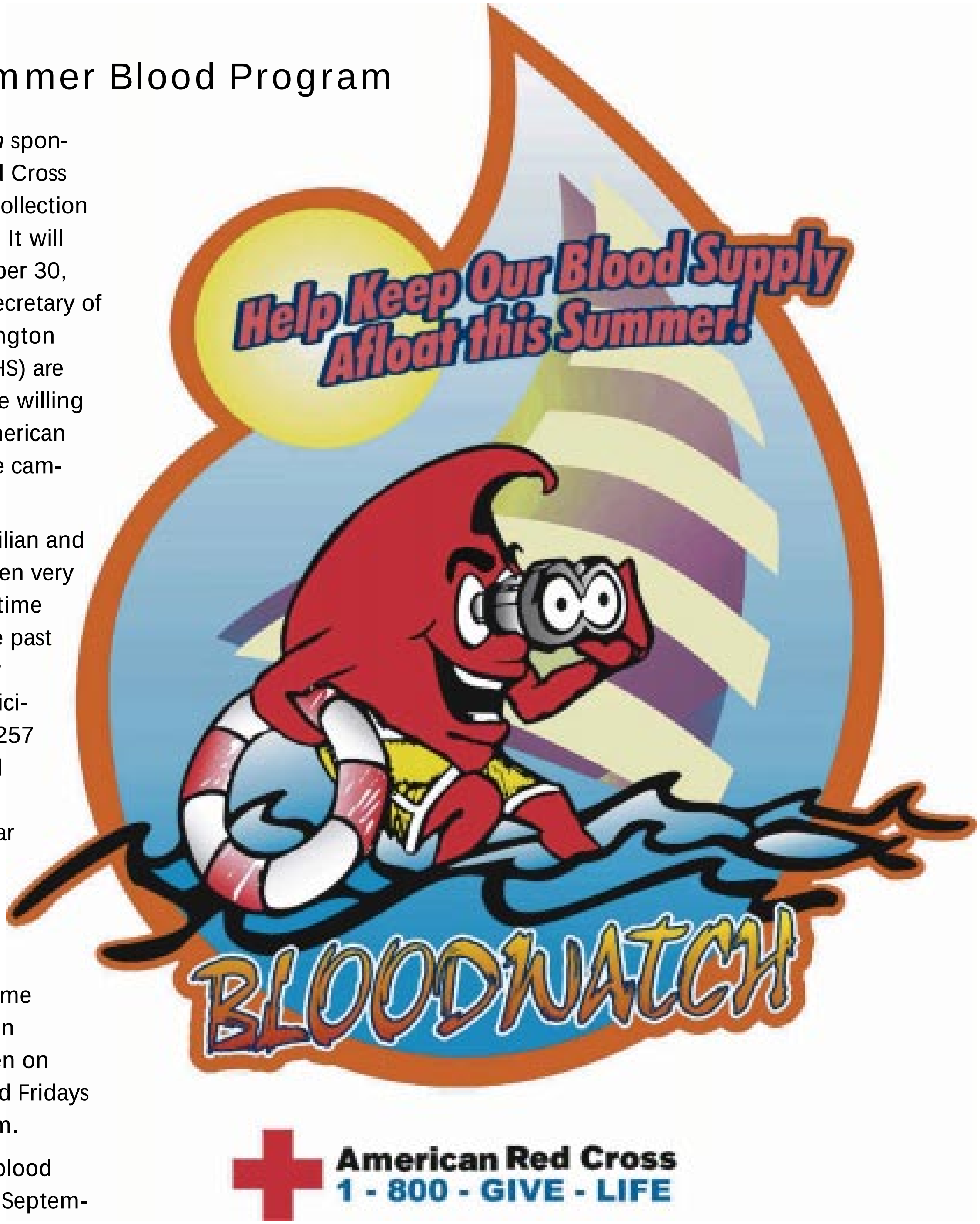
NOTE: In order to ensure that the disclosed information is current, and to keep focused on conflict prevention, remember that the OGE Optional Form 450-A cannot be used this fall when the annual reports are due. Furthermore, an SGE is never authorized to use the OGE Optional Form 450-A.

Privacy of the Financial Disclosure Reports.

As the financial disclosure reports are routed through offices for coordination, with final delivery to the WHS/OGC, they must be safeguarded to protect each filer's privacy. The financial disclosure reports are protected under the Privacy Act and may only be used for the purposes stated in the instructions on the form. The financial disclosure reports must be secured in locked a cabinet. Extreme care must be taken to maintain the privacy of the information contained in these reports and to ensure that unauthorized persons do not have access to them.

For further information, contact Mr. Don Perkal, Ethics Program Manager for WHS/OGC, 703/693-7374 or email perkald@osdgc.osd.mil .

Two-Timer Summer Blood Program



The *Blood Watch Campaign* sponsored by the American Red Cross and the Pentagon Blood Collection Council started on May 1. It will continue through September 30, 2000. The Office of the Secretary of Defense (OSD) and Washington Headquarters Services (WHS) are seeking individuals who are willing to donate blood to the American Red Cross twice during the campaign period.

The OSD and the WHS civilian and military personnel have been very supportive of this summertime collection effort during the past three campaigns. Another successful campaign is anticipated in 2000! Last year, 257 DoD employees supported this effort and donated blood twice during a similar summer period. Employees can give blood every 56 days. To qualify as a *"2-Timer,"* participants must give blood the first time by August 1. The Pentagon Blood Donor Center is open on Tuesdays, Wednesdays, and Fridays from 8:30 a.m. to 2:00 p.m.

All DoD donors who give blood twice between May 1 and September 30 will be formally recognized during a ceremony on October 24. In addition, each donor will receive a commemorative T-shirt as a thank you from the Red Cross. The recognition ceremony is in the planning stages so mark your calendar for October 24, 2000, at 1:30 p.m. in the Pentagon Center Court.

The Red Cross encourages those who are in good health, 17 years of age or older, and weigh at least 110 pounds to call 1-800-GIVE-LIFE (1-800-448-5433) to make an appointment to donate blood or to ask questions about the blood donation process.

For further information, contact Ms. Thelma E. Jones, Program Manager, Voluntary Campaign Management Office, 703/588-8176, or email jonesth@osd.pentagon.mil.

Benefits Branch Issues Retirement ID Cards

The Human Resource Services Center (HRSC), Washington Headquarters Services (WHS), Personnel and Security Directorate has resumed issuing Retirement ID cards for WHS employees only. Those retiring will be personally notified that the Benefits Branch is issuing these cards from their offices located in the AMC Building in Alexandria, VA. The Retirement ID cards are typically given to the employees at the time of their final exit/retirement interview. However, the ID cards can also be issued by appointment, if necessary.

NOTE: Retirement ID cards do not allow access into the Pentagon, or into any DoD building. The intent of this card is strictly to provide proof that a person is a retired Federal employee and nothing more.

If you have any questions, please call Ms. Marilyn Reck, Benefits Branch, 703/617-7127.

FEEA ESTABLISHES LOS ALAMOS FUND TO HELP

FEDERAL EMPLOYEES AFFECTED BY NEW MEXICO FIRES

FEEA Federal Employee Education & Assistance Fund

The Federal Employee Education and Assistance Fund (FEEA) has established the FEEA Los Alamos Fund to provide emergency financial assistance to civilian Federal employees affected by the fires in the Los Alamos, New Mexico area. Additionally, the Department of Energy has established a fund to cover their employees affected by this disaster. It will be administered by FEEA.

"There are about 300 Federal families in the area, many of whom were forced to evacuate from both home and work," said FEEA Executive Director Steve Bauer. "The FEEA Los Alamos Fund was set up to provide financial help to Federal families who have lost property or have immediate needs as a result of the fires."

FEEA is a private, nonprofit 501(c)(3) agency, primarily funded through Federal employee contributions to FEEA CFC Pledge #2808 and donations to special relief funds. Since 1986, the FEEA Emergency Assistance Program has provided over $2 million in financial assistance to Federal families experiencing natural disasters such as floods, fires, and hurricanes, and those experiencing unforeseen personal emergencies such as illness or death in the family. FEEA also has been there for Federal families in times of extreme crisis, having provided over $150,000 in immediate relief after the 1995 bombing in Oklahoma City.

To apply for assistance

Federal employees may apply for assistance by calling FEEA toll-free at (800) 323-4140 to request an application. Emergency assistance applications also may be downloaded from FEEA's web site at www.feea.org. Assistance is available in the form of grants, no-interest loans, or a combination of both.

To contribute to the fund

FEEA is accepting tax-deductible donations to the FEEA Los Alamos Fund. Contributions can be made through Visa or MasterCard during regular business hours by calling (800) 338-0755. Checks made out to the "FEEA Los Alamos Fund" can be mailed to FEEA, 8441 W. Bowles Avenue, Suite 200, Littleton, CO 80123-9501.

For further information, contact Ms. Kate Swiencki, the FEEA Washington representative, 202/708-4909 or katefeea@aol.com .

Your Benefits

Did You KNOW That . . .

- You can now make benefit changes or request information about TSP, FEHB, FEGLI, and retirement 24 hours a day, 7 days a week through a new Interactive Voice Response System (IVRS). Simply call 703/617-7382. After the opening message, press 2 for Benefits and then press 2 again. At the prompt, press 1 and enter your social security number and PIN. NOTE: The first time you enter the system, your PIN is your 2-digit month and 2-digit year of birth, e.g., June 1948 is 0648. (See related article on page 3.)
- The HRSC web page http://www.hrsc.osd.mil has some great links to benefits information—health benefits, life insurance, and retirement.
- If you die while employed in civilian service without having completed the Designation of Beneficiary Forms, there is a specific Order of Precedence under which applicable payments are made.
- A completed Designation of Beneficiary Form remains in effect until it is cancelled, regardless of life changes… marriage, birth of a child, divorce.
- Your vesting period for disability retirement benefits under the Civil Service Retirement System (CSRS) is five years and 18 months under the Federal Employees Retirement System (FERS).
- If you are retired military, you are only covered under TRICARE until age 65, at which time you must enroll for Medicare.
- If you get a refund of your FERS retirement contributions, you lose credit for this service for retirement purposes.
- If you attended a military academy, it may be creditable service for retirement.

Please call your servicing Benefits Specialist on 703/617-7127 to get further information about the above facts.

REMINDER!

Deadline for articles to appear in the fall issue of *Personnel Hilites* is September 11, 2000

Life's Pop Quiz

During my second month of nursing school, our professor gave us a pop quiz.

I was a conscientious student and had breezed through the questions, until I read the last one:

"What is the name of the woman who cleans the school?"

Surely this was some kind of joke. I had seen the cleaning woman several times. She was tall, dark-haired and in her 50's, but how would I know her name? I handed in my paper, leaving the last question blank. Before class ended, one student asked if the last question would count toward our quiz grade. "Absolutely," said the professor. "In your careers you will meet many people; all are significant. They deserve your attention and care, even if all you do is smile and say hello."

I've never forgotten that lesson. I also learned her name was Dorothy.

– Author Unknown

Reprinted from Positive People Power Newsletter, Start-Right Foundation Company, Austin, TX.

Spotlight on Diversity

Diversity in the New Millennium: Then and Now

Today, one cannot open a mainstream newspaper or watch a television news program without being deluged with stories about the growing diversity in America. A recent *Washington Post* article gave surprising statistics about the phenomenal growth of Hispanic communities in the southern states. In some of these states, the increase exceeded 100 percent in the past ten years. Undoubtedly, this increase has elicited diverse reactions. Some communities have reacted negatively to the influx of Spanish-speaking citizens. Other communities have tried to make accommodations by providing bilingual school curricula so that all children are better equipped to live in a multi-cultural and multi-racial society.

Such an enlightened attitude was not born overnight. In the 1950's, American society was relatively homogeneous. Differences in race, culture, language, accent, physical or mental disability, religion, sexual orientation, and almost anything else were denied. Reactions to these differences were often negative. It was the *Age of Inequality.* Those who did not follow the rules, or fit within the parameters of those making the rules, either had to assimilate or be ostracized. Overt discrimination based on race, color, sex, and disability was common.

During the 1960's, American society experienced a massive social transition evidenced by the *Civil Rights movement*, the *Feminist revolution,* and the *anti-Vietnam War movement.* The Civil Rights Act of 1964 gave birth to the *Age of Equality,* legally speaking. Minorities and women reclaimed their rights especially in the work place, which abounded with sexual harassment and other forms of discrimination. But, in this *Age of Equality,* differences in gender, race, disability, sexual orientation, family status, culture, and language were ignored in the workplace. Everyone was to be treated equally and differences ignored. It was the era when such phrases as "color blind" became fashionable. However, ignoring differences and treating everyone the same did not lead to fair treatment in the work place.

As we approached the new millennium, the American workforce was more diverse than ever, but the strategy of equal treatment led to inequity. Today, we are beginning to recognize and value differences as a legitimate outcome of a racially and culturally diverse society. For example, both the private and public sectors have developed workplace programs to accommodate the needs of single parents and to assist those caring for sick and elderly parents and relatives. Contemporary managers recognize the religious rights of a multi-faith workforce, the complaints of unequal gender treatment, cultural differences and other issues. Consequently, in the last 50 years, we have moved from inequality to equality and finally to equity where differences are being acknowledged and accommodated. This new *Age of Equity* holds greater promise of fairness and prosperity for all Americans.

For further information contact Mr. Henry Bourgeois, WHS/Equal Employment Opportunity Programs Division, 703/588-0440.

Federal Employees' Group Life Insurance and Private Insurance

Beware and be aware! It seems that every year at this time, private life insurance companies begin marketing their plans to Federal employees. Some of these companies make it appear that they are part of the Federal Employees' Group Life Insurance (FEGLI) program and that they received your name and telephone from the personnel office. This not true. The personnel office does not release personal information to any private company.

Another often-used ploy is to lead you to believe that you are speaking with someone from your personnel office or a FEGLI representative. The FEGLI program does not solicit employees. Whenever there are changes in any benefit program, you will be notified by the Office of Personnel Management through appropriate personnel channels.

While there is no Federal law or regulation prohibiting these telephone solicitations, you are not required to speak to these representatives. In fact, you can simply hang up when you realize what the call is about. Federal regulation (41 CFR 101-20.308) prohibits commercial solicitation on Federal property. Therefore, if private insurance company representatives show up at your work site, you should notify one of your agency's security officers.

REMEMBER: The amount and type of life insurance you carry is a personal decision made by you after evaluating your needs relative to the current amount of life insurance you possess.

For further information, contact your servicing Benefits Specialist on 703/617-7127.

Small deeds done are better than great deeds planned.

– Peter Marshall

What is the Difference Between a Pay Year and a Leave Year?

There are two ways of counting pay periods in a year and two different definitions of how they are applied. One is the *pay year* and the other is the *leave year*.

Pay Year

A *pay year* is defined as the amount of money received from January 1 through December 31. The *pay year* always ends with the pay period in which you will receive your last check for the current tax year. In other words, it is based upon when you receive your money, not when you make it. For most of us, this will be the pay period ending on December 16, 2000. We are paid for that pay period on December 22, 2000, the last pay day in 2000. Therefore, the pay year ends on December 16, 2000.

Leave Year

A *leave year* is defined as the amount of leave one earns or accrues from January 1 through December 31. The *leave year* always ends with the pay period that contains the last day of the year. For most of us, this will be the pay period ending on January 13, 2001 because December 31, 2000 falls within that pay period.

27 Pay Periods in Leave Year 2000

This year our *leave year* began on January 2, 2000 and will end on January 13, 2001. This year, our *leave year* has 27 pay periods, instead of the usual 26. A *leave year* with 27 pay periods has no effect on how you accrue leave. You continue to earn leave for each full pay period you are employed in the *leave year*. Most of us will simply accrue one additional pay period of leave. Employees in *Leave Category 6* will accrue 10 hours of leave in the last pay period of the *leave year*.

For further information or questions, contact your Customer Service Representative (CSU).

NEWS FROM THE SES EDUCATION AND TRAINING OFFICE

Upcoming Executive Seminars

Mark your calendar for the following seminar dates:

July 26-27 – Building Power Teams (Alexandria, VA)

August 15-17 – Mediation Training (Washington, DC)

August 21-25 – Executive Interactive Competencies (Charlottesville, VA)

October 18-19 - Taking Advantage of Change

Held monthly – Media Training on Camera (in the Pentagon)

Executive seminars are designed for the Senior Executive Service (SES), Senior Level, Scientific and Professional members, and General and Flag Officers.

The next APEX Orientation Training Program will be held September 10-22, 2000.

BUILDING POWER TEAMS THAT WORK: PRODUCING OUTCOMES, CONSERVING RESOURCES, AND COMPRESSING TIME

July 26-27, 2000

(International Training and Development Associates), WHS Training Center, Human Resource Services Center, AMC Building, 5001 Eisenhower Avenue, Room 2N47A, Alexandria, VA.

If having strong and productive teams is important to you and your organization, this training is critical. It focuses on training leaders how to create teams that are powerful and productive. You will learn how to harness and engage the creative potential and collective intellect at your disposal to bring about team collaboration and quality results.

MEDIATION TRAINING

August 15-17, 2000

(Justice Center of Atlanta, Inc.), Holiday Inn on Capitol Hill, 415 New Jersey Avenue, NW, Washington, DC. This program is open to employees GS-12/O-3 and above.

The Justice Center of Atlanta will be offering this 3-day, 20-hour course on an open enrollment basis. This seminar will focus on workplace disputes. Particular emphasis will be given to conflict resolution skills for a greater understanding of the alternative dispute resolution processes that are emerging. The Justice Center of Atlanta will certify participants successfully completing this intense 3-day training as mediators. Lectures, demonstrations, role-plays involving actual cases, and out-of class homework are all integral parts of this training program.

Continued on Page 13

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The pessimist sees difficulty in every opportunity. The optimist sees the opportunity in every difficulty.

– Winston Churchill

An invincible determination can accomplish almost anything and in this lies the great distinction between great men and little men.

– Thomas Fuller

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Continued from Page 12

EXECUTIVE INTERACTIVE COMPETENCIES: COMMUNICATION SKILLS LEADING THE PROCESS OF CHANGE

August 21-25, 2000

(Center for Executive Leadership, Federal Executive Institute), 1301 Emmet Street, Charlottesville, VA.

Leadership in interpersonal behavior consists of competencies as communicating, motivating, resolving conflict, and delegating responsibility. This workshop will add to and expand each leader's repertoire of interpersonal behavior skills within the context of joint-problem solving. A partial list of the behavioral skills to be developed during this workshop include becoming more straightforward, putting people at ease, resourcefulness, building relationships, increasing flexibility and self-awareness, compassion, sensitivity, decisiveness, and confronting problem employees. This 4-day workshop will be augmented by guidance from Dr. Warren Blank, a leading voice in executive leadership and management.

TAKING ADVANTAGE OF CHANGE – GENERATING SOLUTIONS, PRODUCING RESULTS, AND MOVING TO PEAK PERFORMANCE

October 18-19, 2000

(International Training and Development Associates), WHS Training Center, Human Resource Services Center, AMC Building, Room 2N47A, 5001 Eisenhower Avenue, Alexandria, VA.

Dynamic organizations are characterized by change. Your ability to harness change energy and produce quality results is a measure of your leadership. As you move others through change, you will be able to quickly and powerfully bring them together around your mission and vision. This 2-day program is about becoming more effective and capable as a leader. The program will provide you with new tools to produce the results you want.

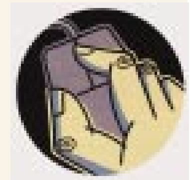
MEDIA TRAINING ON CAMERA

To be scheduled monthly in the Pentagon's Audio-Visual Studio.

This 4-hour, on-camera seminar prepares leaders to face the uncertainties of "live camera" experiences. Participants will get the tools needed to work effectively with the media and have the opportunity to practice delivering their messages. Participants will assess their performance for both the positive and negative aspects. (Submit your training request to the SES Education and Training Office.)

For more detailed information about any of the SES Executive Seminars, call the SES Education and Training Office, 703/617-7958/59/60, or visit the web page, http://personnel.persec.osd.mil/APEX .

Cyberspace...the Exclusive Domain of *Personnel Hilites*



Recently, a telephone survey was conducted among our readers to assess whether there existed a need to continue printing and mailing copies of *Personnel Hilites.* Based upon the survey results, management has decided to begin "total electronic" production and distribution of *Personnel Hilites* starting with this issue.

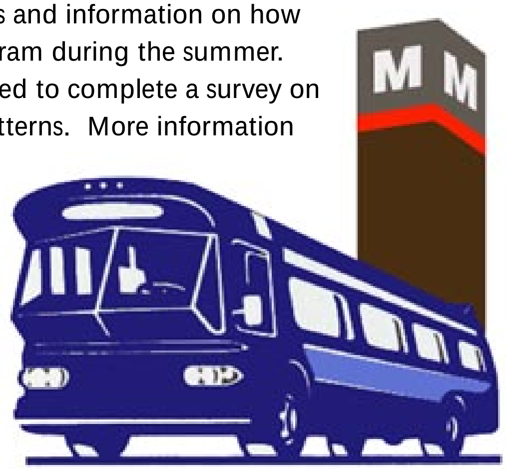
While "total electronic" has always been the strategy, it's simply happening sooner, rather than later. We apologize for any inconvenience this may cause; however, the benefits of this transition are significant. There will be savings in resources—human, materials, time, and money. A major advantage of receiving *Personnel Hilites* online is that you will get it quicker, by at least two weeks. Additionally, as soon as the new quarterly issue is available online, an email notice will be sent to the Admin Officers and human resource representatives announcing that the new issue is out. *Personnel Hilites* can be accessed directly at http://www.hrsc.osd.mil/Hilites . You can also find it on the HRSC web page as a separate selection under the *Reference Materials* heading.

Transit Subsidy Comes to DoD

Executive Order 13150, *Federal Workforce Transportation,* will now allow qualified DoD employees in the National Capital Region (NCR) to participate in a transportation fringe benefit program, effective October 1, 2000. This program will be operated centrally by Washington Headquarters Services (WHS) for the DoD activities in the NCR. The Department of Transportation will assist WHS in implementing the program. Each component will be responsible for reimbursing WHS for the costs associated with their employees' participation. Specific budget guidance and reimbursing procedures will be provided separately.

Employees who participate in the program will receive transit passes in amounts equal to their personal commuting costs not to exceed $65/month. This subsidy is in addition to current compensation. The subsidy amount will increase to $100/month in 2002. This benefit applies to both mass transit and qualified vanpool participants. As a general rule, employees with subsidized parking must relinquish their parking permits when they apply for the program.

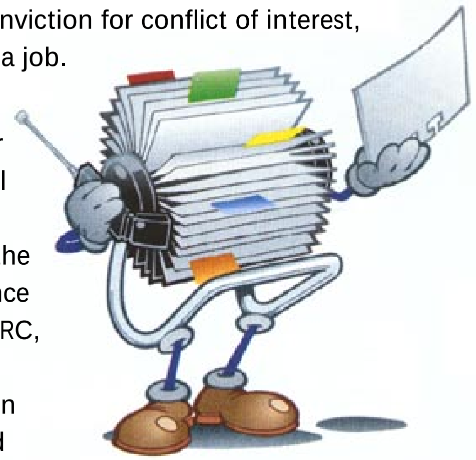
Employees will receive briefings on their eligibility for benefits and information on how to enroll in the program during the summer. They will also be asked to complete a survey on their commuting patterns. More information will be provided as the program is implemented.



For further information, contact Ms. Maile Arthur, WHS/Real Estate and Facilities, Directorate, 703/693-3768.

Employee Convicted for Conflict of Interest

Job-hunting efforts by a former Commerce Department Inspector General (IG) turned up a Federal conviction for conflict of interest, instead of a job.



As part of the former IG's official duties, he reviewed the performance of Litton PRC, Inc. This corporation contracted with the Commerce Department to update its automated weather forecasting systems. At the same time he was performing his oversight duties, the official began negotiating for employment with Litton PRC, Inc.

A Federal criminal statute, 18 U.S.C. 208, prohibits Federal employees from officially working on particular matters that have a direct and predictable effect on an organization with which they are negotiating prospective employment. The former IG's review of Litton PRC's performance on the Commerce Department's contract violated this statute. This is the same statute that bars Federal employees from taking official action on matters that affect their own financial interests or those of their spouses or children. The former official could be sentenced to a maximum of a year in prison and fined $100,000. RECOMMENDATION: Call your ethics counselor before contacting prospective employers.

For further information about this case, contact Mr. Steve Epstein, Standards of Conduct Office, Office of General Counsel, 703/695-3422.

How Healthy is Your Career?

Are you managing your career, or is it managing you? If you are not taking time to manage your career actively and consciously—updating or learning new skills, taking classes—you probably fall into the latter category.

Career management is a continuous process of assessing, exploring, setting, and implementing goals. It is a personal and self-directed process. Unfortunately, many people feel that someone else should be doing it for them; others think it should manage itself. If you subscribe to either of these philosophies, you will be disappointed and become frustrated with the outcome.

You must take charge of your own career. But, you ask, "How do I do this?" "Where do I begin?" "Where should I go?" If these are some of your questions, give yourself a jumpstart and make a visit to the Learning Resource Center (LRC). You may find some of the answers to your questions there.

The LRC has materials that can assist you in many aspects of the career management process—career planning and exploration, job assessment, identification of competencies and skills, and goal setting. These are just a few of the resources you will find at the LRC. The Center also has information on resume writing, preparing KSA's, interviewing, salary negotiations and much more. In our fast-paced and ever-changing work environments, periodic checkups are critical for maintaining a healthy and vibrant work life.

For further information and assistance, contact Ms. Melanie Khorashi, 703/617-7277, or stop by the LCR located on the 2nd floor of the AMC Building in Alexandria, VA. The LRC is part of the Work Force Development Office.

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Time is not measured by the years we live, but by the deeds we do and the joys we give.

– Helen Steiner Rice

Life is a mystery to be lived – not a problem to be solved.

– Anonymous

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Professional Liability Insurance

Section 636 of the Treasury, Postal Service, and General Appropriations Act for Fiscal Year 1997, Pub. L. 104-208, as amended, requires agencies to reimburse qualified employees for up to one-half of the cost incurred for professional liability insurance.

Employees covered by the law are supervisors and management officials and law enforcement officers. The Department of Defense (DoD), in coordination with the Defense Finance and Accounting Service and the DoD General Counsel, issued guidance on June 6, 2000 to assist in the implementation of this authority. Although guidance was recently issued, the provisions of the authority have been in effect since October 1, 1999. Therefore, reimbursements can be made retroactively back to that date.

The DoD's policy is that applicable employees will be reimbursed up to one-half the cost of a covered premium, not to exceed $150 per year. The law does not cover Non-Appropriated Fund employees and military personnel.

In order to be reimbursed, employees must submit a Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business,* and provide an invoice from their insurance carrier (to verify the cost of the premium), the policy number, the name of the insurance company, and proof of payment.

Each Defense agency is responsible for administering its own Professional Liability Insurance program for its covered employees. These local implementing instructions will be issued shortly. In the interim, contact your local personnel office for more information. The OSD and WHS point-of-contact is Ms. Sandra Weston. She can be reached on 703/617-7115.

DLAMP UPDATE

Professional Military Education (PME) Opportunities

The Center for Defense Leadership and Management Program (CDLAMP) has announced its 2001 class schedule as follows:

Class 01-1:
January 24 - April 27

Class 01-2:
May 23 - August 24

Class 01-3:
September 12 - December 21

The application deadline for each class is 90 days prior to the starting date. The enrollment application form can be found in the *Participant Information Center* section of the DLAMP web site at www.cpms.osd.mil/dlamp.

NOTE: Several seats are still available for Class 00-3, which begins September 2000. Applications for this class will be accepted throughout July and possibly August if spaces still exist.

In addition to CDLAMP, seats are available at the Naval War College located in Newport, RI. The academic year consists of three trimesters, each approximately three months in length. Although the year traditionally opens in August and concludes in June, students may also begin their studies in November or March. If you are interested in attending this course beginning in either November 2000 or March 2001, call Ms. Diana Hall on 703/617-7178.

Non-Resident PME

Recently, several participants have asked if the Senior Service School non-resident courses fulfill the DLAMP PME requirement. The answer depends on the specific program. DLAMP participants are required to complete a senior level PME course. Both the Army War College and the Air War College offer non-resident versions (correspondence or seminar) of the senior PME course. Either one of these courses will satisfy the DLAMP PME requirement. The Naval War College, however, has designed its non-resident courses at the intermediate level, i.e., equivalent to the College of Naval Command and Staff. This program does not satisfy the DLAMP requirement. While a non-resident course may fulfill the DLAMP requirement, a resident course is the preferred option for all DLAMP participants.

Army War College Eligibility

Based on guidance received from the Army War College regarding enrollment eligibility, we are revising our PME DLAMP nomination process. This course is open to civilians in grades GS/GM-14 or 15; GS-13's may be considered by exception. Beginning in the 2001-2002 academic year, all fully eligible (GS/GM-14 and 15) DLAMP nominees will be enrolled before any exceptions are granted to GS-13's.

For further information about DLAMP, contact Ms. Diana Hall, Work Force Development Office, 703/617-7178.

The thing you set your mind on is the thing you ultimately become.
– Nathaniel Hawthorne

Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.
– Winston Churchill

The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach.
– Benjamin Mays

Courage is when you know you're licked before you begin, but you begin anyway and you see it through no matter what.
– Harper Lee